



General Services Department

Request for Proposals (RFP)

For

**JOB ORDER CONTRACT
Construction Services**

**Proposal Submittal Date
Thursday, January 15, 2015**

**City of Houston
General Services Department
Design & Construction Division**

I. PURPOSE

The City's General Services Department (GSD) invites the submittal of Proposals from Contractors interested in providing Job Order Contract (JOC) construction services for the maintenance, repair, alteration, renovation, remediation, or minor construction of various City facilities when the work is of a recurring nature but the delivery times, type, and quantities of work required are indefinite. The City may award one or more job order contracts. For each contract the City will award a contract and maximum of \$10 million of work during the term of the contract. Each Work Order will be a minimum amount of \$1,500 and a maximum amount of \$450,000. The term of the contract will be two years with three one-year renewal terms.

II. PRE-SUBMITTAL MEETING

An RFP pre-submittal meeting will be held at City Hall Annex, 900 Bagby, 2nd Floor Conference Room at 2:00pm on Tuesday, January 6, 2015, to discuss this solicitation. Attendance at the RFP pre-submittal meeting is mandatory.

Before the RFP pre-submittal meeting, the City will welcome any written questions submitted, faxed or emailed to:

Humberto Baustista, P.E.
City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 832-395-9542
humberto.bautista@houstontx.gov

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFP.
- Addenda will only be provided to pre-submittal meeting attendees and known RFP holders registered with GSD.
- No Addendum will be issued later than close of business on Monday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFP, or postponing the Proposal Submittal Date
- All Addenda and interpretations to this RFP shall be in writing. Any Addendum or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or outlined in this RFP should be used in preparing the Proposal. The City does not assume responsibility for the receipt of any Addenda.
- Respondents, their authorized representatives and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the Addenda, conditions, requirements, and specifications of the RFP at the time a Proposal is submitted to the City.

III. SCOPE OF WORK

Contractor shall furnish all labor, materials, tools, supplies, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, incidentals, and quality control, and shall perform all operations necessary and required for construction management and construction work, which will be defined in each Work Order.

The Director of GSD (Director) will issue Work Orders on an as-needed basis for minor commercial building construction work needed for various City client departments including but not limited to fire stations, police command centers, solid waste facilities, public work facilities, libraries, and health service centers. Work will be done in a wide variety of trades including, but not limited to, carpentry, masonry, concrete, paving, roofing, excavation, steam fitting, plumbing, sheet metal, painting, demolition, welding, HVAC, electrical, mechanical, asbestos abatement, hazardous material handling, carpeting, flooring, drywall finishing, hardware, doors, glazing, landscaping and telecommunications cabling services. The specific work requirements will be identified in the Work Orders.

IV. SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS

The Proposals will be ranked by an evaluation committee based on the selection criteria & weights set out below. Respondents can receive up to 300 points. Respondents may have points deducted within each section below for failure to follow instructions.

One original and five copies of sealed Proposals are required. Proposals shall be delivered to City Secretary of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX 77002, at or before 10:30 am, local time, on Thursday, January 15, 2015. Late submittals will not be accepted for any reason.

All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, "Job Order Contract Submittal", and "General Services Department." Submittals will be opened and proposals publicly read aloud by the City Secretary in City Council Chambers on the public level in City Hall Annex at 11:00am on Thursday, January 15, 2015. The location and date of submittal opening may be changed in accordance with Sections 15-3(b)(5) and 15-3(b)(6) of the City Code of Ordinances.

To enable the City to efficiently evaluate the submittals, Respondents are urged to strictly follow the required format set forth in this RFP.

Each Proposal shall be bound using semi-permanent binding method to ensure that pages are not lost. Pages shall be no larger than letter-size (8 ½" x 11") or, if folded to that dimension, twice letter size (11" x 17"). Each section (defined below) shall be separated by a tabbed divider.

Each submittal shall be organized in the following order:

1. Envelope:

a. Outside of Envelope: This shall clearly identify the Project, Proposal Submittal Date, and Respondent's name.

b. Proposal Form: Coefficient factors (up to 45 points)

- Copy of Proposer's properly completed Proposal Form with attachments (see Attachment A and B of this RFP). Proposer will be evaluated on Coefficient Factors.
- Coefficient Factor for Prepriced Items – Standard Working Hours shall not be less than 0.95
- Coefficient Factor for Prepriced Items – Non-Standard Working Hours shall not be less than 0.95
- Coefficient Factor for Non-Prepriced Items – Standard Working Hours shall not be less than 1.05.
- Coefficient Factor for Non-Prepriced Items – Non-Standard Working Hours shall not be less than 1.05.

2. Outside Cover of Binder: This shall clearly identify the Project, Proposal Submittal Date, and Respondent's name.

3. Tabbed Section 1: Example Project: [The scope of work package to be submitted via an addendum at or after the Pre-submittal meeting] (up to 50 points)

4. Tabbed Section 2: JOC Experience (up to 60 points)

- Provide a listing of commercial building construction projects performed over the last six years which may be relevant to the ability of your company to perform JOC (including IDIQ, TOC, SABER or MATOC) type work. Provide the dollar amount for the smallest project and largest project completed including timeframe scope description. It is helpful to categorize this experience under the contracts held and/or associated JOC programs. Provide the number of years that your company has performed in the the JOC industry and has been in the commercial building construction business.
- Provide a narrative describing your process and approach to review of drawings and specification for cost savings, constructability, and coordination.
- Provide a narrative describing your cost estimating, scheduling and pre-construction approach related to the experience presented.

5. Tabbed Section 3: References (up to 30 points)

- Include name, address, and telephone number of project owner or Architect/Engineer for verification of projects listed in tabbed section 2 above. Provide at least three references over the last six years from clients, project owners, Architects/Engineers, or Executive level personnel, with their address, email address and telephone number.

6. Tabbed Section 4: Work Plan

(up to 15 points)

- Provide proposed project organization with position descriptions, qualifications of personnel to be assigned to the project staff; procedures for managing the projects to include preparation of estimates, scheduling, use of software and computers, field supervision, interface between Respondent's home office and GSD. Include measures to ensure responsiveness to routine, urgent, and emergency projects; and internal and external communications.

7. Tabbed Section 5: Contractors Supervisory Personnel

(up to 60 points)

- Respondent's proposed supervisory personnel. Provide qualifications and experience of supervisory personnel that will be used on these projects. This should include a minimum of an estimator, a superintendent, and program/project manager (contract liaison). City may include a "key persons clause" as part of construction contract committing supervisory personnel to the projects as proposed.

8. Tabbed Section 6: Subcontractors/Suppliers

(up to 20 points).

- Provide list of proposed subcontractors (include trade) and suppliers to be used and their historical relationship with your company. Attach letters of commitment to this project or letters of pre-qualifications from proposed subcontractors. Provide procedures for identifying, managing, and assisting subcontractors.

9. Tabbed Section 7: Safety

(up to 5 points).

- Provide safety record and program. Provide current Workmen's Compensation Modifier. Number of lost time incidents during last five years and the associated total number of lost days related to safety incidents. Number of OSHA citations received over the last five years.

10. Tabbed Section 8: Contract Compliance

(up to 10 points)

- Provide a list of all lawsuits or arbitrations with an owner over the past five years, in which Respondent was named as a plaintiff or defendant. Describe controversy and outcome even if not final.
- Provide a copy of all City Engineer's decisions rendered over the past five years or if none, a representation that no City Engineer's decisions have been rendered
- List any construction projects over the past five years your firm failed to complete because of financial reasons, labor disputes, failure of your employees to perform, or any other reason.
- List any projects with the City of Houston where Respondent received an unsatisfactory rating on MWBE or Contract Compliance by the Office of Business Opportunity (OBO).
- List bond rating.

11. Tabbed Section 9: Hire Houston First

(up to 5 Points)

- Based on Respondent's business presence in the local area. If Respondent is either a "City Business" or a "Local Business" as those terms are defined in City of Houston Ordinance No. 2011-766 (Aug. 31, 2011), Respondent shall receive preferred consideration. This will come in the form of an additional 5 points for a City Business or 3 points for a Local Business.

V. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. NO CONTACT PERIOD

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified in Section II of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from responder's formal response to the solicitation, communications publicly made during the official pre- submittal conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action.

- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. COST OF RFP – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or proposals, or for any costs incurred prior to the execution of a formal contract.
- D. CONTRACT NEGOTIATIONS – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City; a specific scope of work, fees, insurance coverage, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City will make the inclusion of a "key person's clause" a part of the contract negotiations.

- E. **CONFIDENTIAL INFORMATION** – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their proposals are subject to the provisions of the Texas Public Information Act and may be made public. **CONFIDENTIAL or SENSITIVE information should not be included in the proposal.** The City has no obligation to return any materials provided, and they will become the property of the City's official files.
- F. **CITY POLICIES & ORDINANCES** – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on City's website <http://www.houstontx.gov/>. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
 2. MWBE Goal of **15%** participation: SBE Participation Goal of 5%.
 3. City of Houston Fair Campaign Ordinance
 4. Mayor's Drug Detection and Deterrence Policy and Procedures
 5. City Contracts and Indebtedness to Taxing Authorities
 6. Insurance requirements
 7. Conflict of Interest Questionnaire
 8. Pay or Play (POP) Program
- G. The City of Houston reserves the right to (1) evaluate the qualifications/proposals submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications/proposals, should it be deemed in the City's best interest.
- H. **HIRE HOUSTON FIRST** - To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a Respondent must submit the Hire Houston First Application and Affidavit (HHF Affidavit) to the Director of the Office of Business Opportunities and receive notice that the submission has been approved prior to submission of Proposal.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:
<http://www.houstontx.gov/hbsc/hirehoustonfirstaffidavit.pdf>

Submit the completed application as directed on the form, or submit a signed original affidavit with Response.

I. PROTEST:

1. A protest shall be handled according to the City of Houston Procurement Manual. http://www.houstontx.gov/legal/coh_procurementmanual.pdf
2. A protest shall include the following:
 - a. The name, address, e-mail, and telephone number of the protester;
 - b. The signature of the protester or its representative who has the delegated authority to legally bind the person protesting;
 - c. Identification of the solicitation description and the solicitation or contract number;
 - d. A detailed written statement of the legal and factual grounds of the protest, including copies of relevant documents, etc.; and
 - e. The desired form of relief or outcome.
3. A protest does not create any due process rights, but is intended to allow bidders to raise concerns regarding actions taken regarding a bid or other form of competitive solicitation.

Humberto Bautista, P.E.
City Engineer
General Services Department

Date: _____

END OF RFP

Attachment A

PROPOSAL FORM

To: **The Honorable Mayor and City Council of the City of Houston
City Hall Annex
900 Bagby Street
Houston, Texas 77002**

Project: **Job Order Contract for Construction Services relating to Citywide
Facilities**

Bidder: _____
(Print or type full name of proprietorship, partnership, corporation, or joint
venture.)

1.0 OFFER

- A. Coefficient Factors:** Having examined all matters referred to in Request for Proposals (RFP) for the Project, we, the undersigned, offer to enter into an Agreement (See Attachment "B" to RFP) to perform the Work for the Coefficient Factors submitted with this Proposal.
- B. Period for Proposal Acceptance:** This offer is open to acceptance and is irrevocable for 120 days from Proposal Submittal Date. That period may be extended by mutual written agreement of the City and Proposer.
- C. Addenda:** All Addenda have been received. Modifications to RFP have been considered and all related costs are included in the Coefficient Factors.
- D.** The following documents are attached to the Proposal Form, and shall be submitted with the Proposal Form:
- ☒ Document 00450 – Proposer's Statement of MWBE/PDBE/DBE Status
 - ☒ Document 00452 - Contractor's Submission List - Fair Campaign Ordinance Form A
 - ☒ Document 00454 - Affidavit of Non-interest
 - ☒ Document 00455 - Affidavit of Ownership or Control

2.0 FEE SCHEDULE (See Exhibit "B" of Agreement):

A. PREPRICED ITEMS (PRINT OR TYPE NUMERICAL AMOUNTS):

1. COEFFICIENT FACTOR - STANDARD WORKING HOURS:

2. COEFFICIENT FACTOR - NON-STANDARD WORKING HOURS:

B. NON-PREPRICED ITEMS (PRINT OR TYPE NUMERICAL AMOUNTS):

1. COEFFICIENT FACTOR - STANDARD WORKING HOURS:

2. COEFFICIENT FACTOR - NON-STANDARD WORKING HOURS:

REST OF PAGE INTENTIONALLY LEFT BLANK

3.0 SIGNATURES:

Proposer:

(Print or type full name of your proprietorship, partnership, corporation, or joint venture.)

****By:**

Signature

Date

Name:

(Print or type name)

Title

Address:

(Mailing)

(Street, if different)

Telephone and Fax Number:

(Print or type numbers)

- * If Proposer is a joint venture, add additional Proposal Form signature sheets for each member of the joint venture.
- ** Proposer certifies that the only person or parties interested in this offer as principals are those named above. Proposer has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

Note: This document constitutes a government record, as defined by § 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in § 37.10 of the Texas Penal Code.

END OF PROPOSAL FORM

Document 00450

PROPOSER'S STATEMENT OF MBE/PDBE/DBE/SBE STATUS

This certifies that the status of the Proposer, _____, in
(Proposer's Name)
regard to the City of Houston Code of Ordinances, Chapter 15, Article V, relating to City-wide percentage goals for contracting with Minority-owned Business Enterprises (MBE) and Disadvantaged Business Enterprises (DBE), Chapter 15, Article VI, relating to City-wide percentage goals for contracting with Persons with Disabilities Business Enterprises (PDBE) and Chapter 15, Article IX, relating to City-wide percentage goals for contracting with a Small Business Enterprise (SBE) is as follows:

1. Proposer (individual, partnership, corporation) is ☐ is not ☐ a Minority Business Enterprise as defined above.
2. Proposer (individual, partnership, corporation) does ☐ does not ☐ declare itself to be a Persons with Disabilities Business Enterprise as defined above.
3. Proposer (individual, partnership, corporation) does ☐ does not ☐ declare itself to be a Disadvantaged Business Enterprise as defined above.
4. Proposer (individual, partnership, corporation) does ☐ does not ☐ declare itself to be a Small Business Enterprise as defined above.

Signature: _____

Title: _____

Date: _____

END OF DOCUMENT

Document 00452

Form A

**CONTRACTOR SUBMISSION LIST
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, partners or joint venturers having an equity interest of 10 percent or more for the partnership or joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. Submission of a statement disclosing the names and business addresses of each of those persons is required with each Proposal for a City Contract. See Chapter 18 of the City of Houston Code of Ordinances for further information.

This list is submitted under the provisions of Section 18-36(b) of the City of Houston Code of Ordinances in connection with the attached Proposal of:

Firm or Company Name: _____

Firm or Company Address: _____

The firm/company is organized as indicated below. Check one as applicable and attach additional pages if needed to supply the required names and addresses.

☐ SOLE PROPRIETOR

Name _____	_____
Proprietor	Address

☐ A PARTNERSHIP

LIST EACH PARTNER HAVING EQUITY INTEREST OF 10% OR MORE OF PARTNERSHIP (IF NONE STATE "NONE")

Name _____	_____
Partner	Address

Name _____	_____
Partner	Address

☐ A CORPORATION

LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____	_____
Director	Address

Name _____
Director Address

Name _____
Director Address

LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Officer Address

Name _____
Officer Address

Name _____
Officer Address

LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING
SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Owner Address

Name _____
Owner Address

Name _____
Owner Address

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have knowledge of the accuracy of the information provided herein.

Signature

Printed Name

Title

Note: This list constitutes a government record as defined by § 37.01 of the Texas Penal Code.

END OF DOCUMENT

Document 00454

AFFIDAVIT OF NON-INTEREST

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on

this day personally appeared _____, who
Affiant

being by me duly sworn on his oath stated that he is _____,
Title

Name of Firm

the firm named and referred to and in the foregoing; and that he knows of no officer,
agent, or employee of the City of Houston being in any manner interested either directly
or indirectly in such Contract.

Affiant's Signature

SWORN AND SUBSCRIBED before me on _____,
Date

Notary Public in and for the State of TEXAS

Print or type name

My Commission Expires: _____
Expiration Date

END OF DOCUMENT

Orig. Dept.: **25**

File/I.D. No.: _____

INSTRUCTION: Entities using an assumed name should disclose such fact to avoid rejection of the affidavit. The following format is recommended: Corporate/Legal Name d.b.a. Assumed Name.

Document 00455

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared

_____ (Full Name, hereafter "Affiant"),

_____ (state title/capacity with Contracting Entity) of

_____ (Contracting Entity's Corporate/Legal Name)

("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with

(describe project or matter) which is expected to be in an amount that exceeds \$25,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable):

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☐ LIMITED LIABILITY COMPANY
- ☐ OTHER (Specify type in space below)

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

Orig. Dept.: **25**

File/I.D. No.: _____

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. (NOTE: In all cases, use full names, local business and residence addresses and telephone numbers. Do not use post office boxes for any address. Inclusion of e-mail addresses is optional, but recommended. Attach additional sheets as needed.)

Contracting Entity

Name: _____

Business Address (No./Street) _____

(City/State/Zip Code) _____

Telephone Number (_____) _____

Email Address (optional) _____

Residence Address (No./Street) _____

(City/State/Zip Code) _____

Telephone Number (_____) _____

Email Address (optional) _____

5% or more Owner(s) (IF NONE, STATE "NONE.")

Name: _____

Business Address (No./Street) _____

(City/State/Zip Code) _____

Telephone Number (_____) _____

Email Address (optional) _____

Residence Address (No./Street) _____

(City/State/Zip Code) _____

Telephone Number (_____) _____

Email Address (optional) _____

6. Optional Information

Contracting Entity and/or _____ (Name of Owner or Non-Profit Officer) is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ (Contracting Entity, Owner or Non-Profit Officer) as follows:

Orig. Dept.: **25**

File/I.D. No.: _____

Name of Debtor: _____

Tax Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. (_____) _____

Tax Years _____

Status of Appeal (Describe) _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant**SWORN TO AND SUBSCRIBED** before me this _____ day of _____, 20____.

(Seal)

Notary Public**NOTE:**

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

END OF DOCUMENT